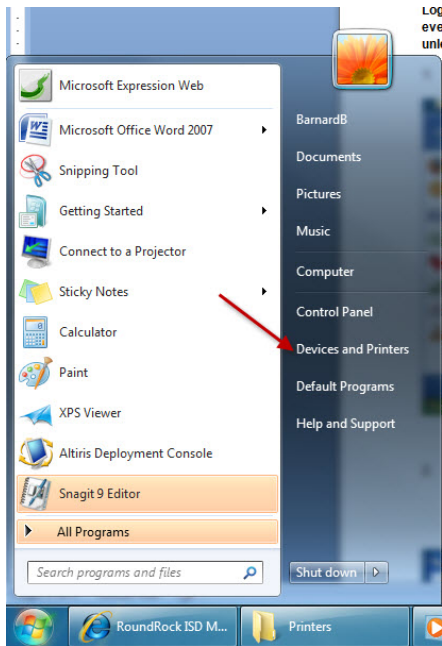


How to Store Print Jobs on 4015N Laser Printers with Windows 7

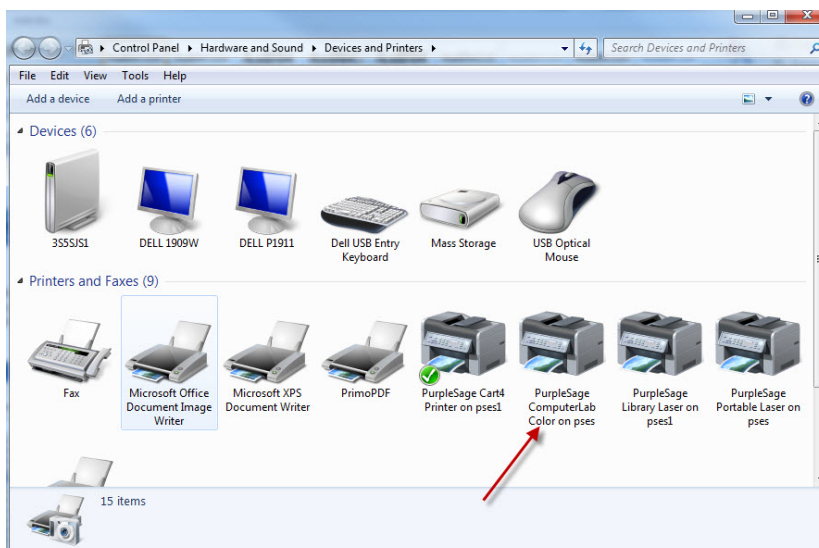
Using this setup allows you to store print jobs on HP 4015N laser printers until you retrieve the job(s) and print them. This provides added security for confidential documents like ARD documents, report cards, assessment info, etc. Also, you can print and pick up all of your papers – in order - in one trip.

Log in to the computer with your network user name. These preferences must be set up for every different network user on every computer used to print confidential documents. It will remain set up that way unless you change the settings. (See the end of this document for directions.)

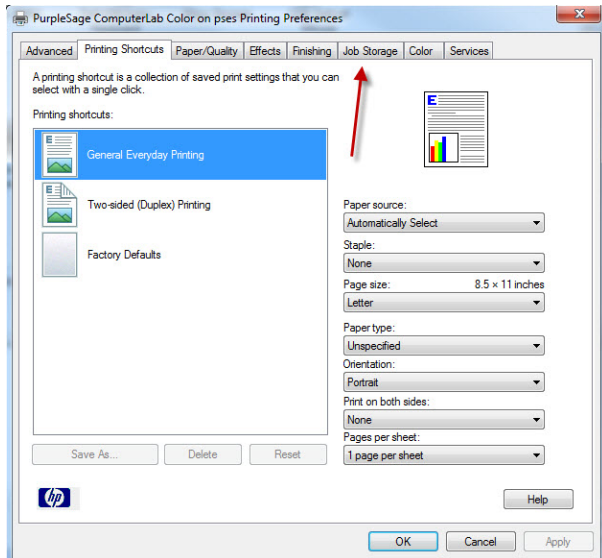
1. Click on Start > Click on Devices and Printers on the right side



2. RIGHT CLICK to select one of the laser printers from your list.
(Check with your ITS if you are unsure which printer to use on your campus.)
Pull down and click on Printing Preferences. It may take 10-15 seconds for the Properties menu to appear.



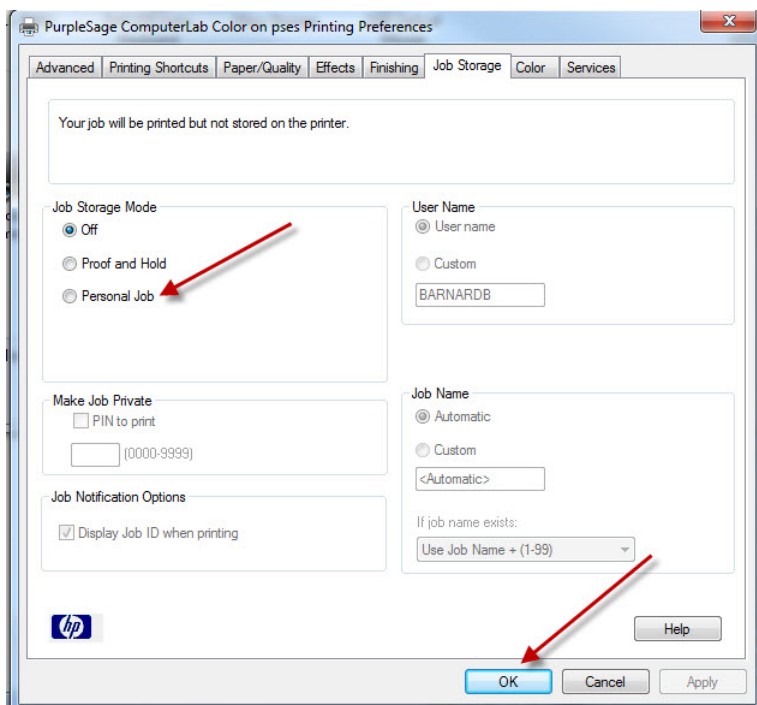
3. From the Printing Preferences menu, click on the “Job Storage” tab.



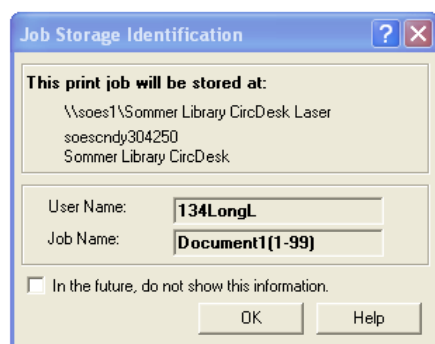
4. Make the following choices:

- from Job Storage Mode, select “Personal Job”;
- from Make Job Private, select “PIN to print” and enter a 4-number password that you will remember; if you PREFER (optional)
- leave User Name as is (your network username should be in the box)
- leave Job Name as Automatic

Click on OK. Then close all of the remaining menus.



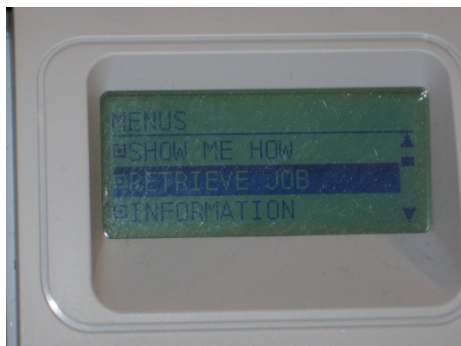
5. When the designated laser printer is chosen for printing, the print job will be stored for later retrieval.



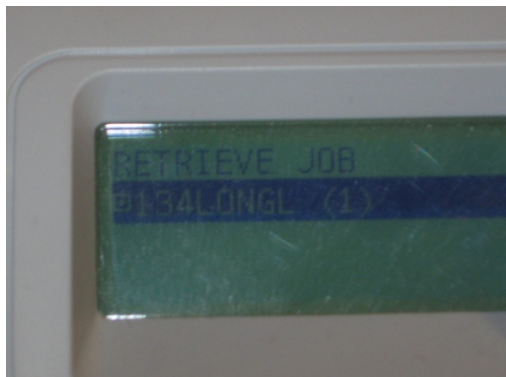
6. You must go to the printer, retrieve the job and put in your PIN in order for the job to print. The printer will usually say "Ready".



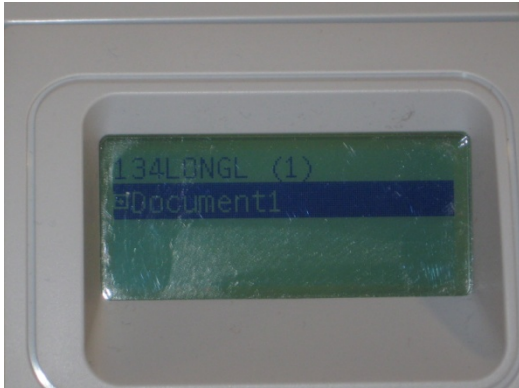
7. Hi the Menu button, use the up/down arrow keys to go to "retrieve job".



8. Hit the "ok" button, arrow up/down until you see your name listed and hit the "ok" button.



9. Under your name you will see the documents listed that you have stored to print. Arrow up/down to the document(s) you want to print and hit the “ok” button.



10. Then press “ok” button to select “PRINT AND DELETE.” It’s not deleting from your computer, just the job is deleting from the printer.



11. Use the numbered keypad to enter your PIN, and then hit the “ok” button.



12. Hit the “ok” button to print 1 copy.



Then you will see “Processing job” and your copies should print shortly.

NOTE: If you wish to change or disable the store print job feature repeat directions #1-4 and then select “off” for the Job Storage Mode. Hit okay and exit.

